

## INSTRUCTIONS FOR COMPLETING FORM SM-4325

The Nonpublic School Membership Report, form SM-4325, is sent annually to all nonpublic schools, including home schools. This form is the Department of Education's method of gathering needed information about the schools. Completion of the form is important because if the school meets the reporting requirement of the Nonpublic School Act, students may be eligible to receive Auxiliary Services.

### **Legal Name/Address of Nonpublic School:**

If the Nonpublic School Membership Report form you received has a white label on it, please check the information on the label and make corrections if necessary. If there is no label, please print the appropriate address information in the box:

If you are completing a form for a home school, provide the parents' name and address in the box labeled "Legal Name of Nonpublic School."

If you are completing a form for an institutional nonpublic school, provide the name and address of the school.

### **1. TOTAL MEMBERSHIP BY GRADES:**

**Of the students below, how many are certified as special education students?** This question pertains to the number of students who have been formally classified by a public school district as eligible for special education services.

**Of the students in grades 1-12, how many are in attendance part-time?** This question pertains to those students carrying less than a full-time number of credits.

**Grade and Student Count:** Write the number of students in each grade level in the appropriate box. For students in nongraded programs, consider their grade to be the number of years in school beyond kindergarten. Please remember to write the total number of students in the "TOTAL" box to the right. If your education program does not have children of compulsory school age, (ages 6-16), you are not required to file this form with the Department of Education.

### **2. TEACHER QUALIFICATIONS:**

**"Does your school claim an objection to teacher certification based upon a sincerely held religious belief?"**  
Check "YES" or "NO."

(If you stated "YES," you are exempt from the teacher certification requirement and need not complete the rest of section 2 regarding teacher qualifications. Go to section 3 "Course of Study".)

**"Do all teachers have State of Michigan certificates or permits?"**  
This question applies to the persons providing instruction in the subjects listed as Course of Study in section 3. Check "YES" or "NO."

In the section marked, PLEASE PROVIDE:

Please be certain that the number given in "TOTAL NUMBER OF TEACHERS" is the same as the sum of the number of tallies behind the statements that describe the type of certificate or highest level of education the teachers possess. If yours is a home school, please indicate the type of certificate or highest level of education you as the teacher or whomever you may engage in this capacity has achieved.

Nonpublic Schools and Home Schools utilizing teachers with less than a Bachelor's Degree or High School Diploma do not meet reporting requirements. However, it is not required that teachers of Pre-K, Kindergarten, and solely nonessential classes hold a Bachelor's Degree or a teaching certificate. Please specify the course the individual is teaching on the form under "Of Those Teachers WITHOUT Michigan Certificates or Permits" in section 2.

### 3. COURSE OF STUDY:

Please check the boxes indicating the subjects that are taught. Schools are required to provide instruction in English, reading, mathematics, social studies, and science in all grades, and the government component at the junior/senior high school level (grades 10, 11, and 12).

Complete the form by signing and printing your name, the date signed, and providing your phone number. Return it to the address at the top of the form by the date indicated on the form.

PAGE 2 IS OPTIONAL but provides the Department with helpful information regarding instructional time and staffing. Also, please note that the completion of item 6 is necessary for preparing the list of schools having high concentrations of students from low-income families for National Defense/Direct Student Loan cancellation benefits for teachers.

If your school (home or institutional) begins operation after the due date, or if you do not receive the form before that date, please complete the form and return it within two weeks of receipt.

If any error appears on your completed form, corrections will be requested.

If you would like a statement regarding the reporting status of your nonpublic school, please include a note to that effect with your completed SM-4325.

Please call (517) 373-1833 if you have any questions.